



Ken Thompson, C.B.O., L.C.S.
Inspector of Buildings
kthompson@watertown-ma.gov

TOWN OF WATERTOWN
Department of
Community Development and Planning
FACILITIES INSPECTION DIVISION

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6480
Fax: 617-926-7778
www.watertown-ma.gov

DEMOLITION OF BUILDINGS

Procedures

The attached forms must be completed, signed and delivered to the Building Department before obtaining a permit to demolish/remove/raze any private building(s) on a privately owned lot.

1. **Application for Permit** – see attached Building Department form.
2. **Historical Commission** – A copy of the “Application for Permit” will be submitted to the Historical Commission by the Building Department for review. If the structure is in excess of 50 years, the structure will need Historical Commission review. The Historical Commission will advise applicant of procedure.
3. **Compliance for Pest Control and Asbestos Removal** - see attached Health Department form
4. **Utility Sign-off** – Electric; Gas; Telephone; Watertown DPW – see attached “Requirements for Watertown Department of Public Works Sign-off”.
5. **Department Notification Sign-off** – see attached: Watertown Fire; Plumbing; Wires; Historical; Police; Health
6. **Debris Form** – see attached Building Department form
7. **Safeguards During Construction** - IBC Chapter 33, attached.
8. **Notices to Abutters**

Rev. 3-18-14

1. APPLICATION FOR PERMIT (Demo)

Building Department Application Form

In accordance with §110.0, Massachusetts State Building Code, "Application for Permit" the undersigned hereby applies for a permit to: **DEMOLISH/REMOVE/RAZE**

No. and Street: _____ Watertown, MA

Owner Name _____ Address _____ Tel/Cell # _____ Email _____

Architect/Engineer Name _____ Address _____ Tel/Cell # _____ Email _____

Builder Name _____ Address _____ Tel/Cell # _____ Email _____

License # _____ Expiration _____

Certificate of Insurance _____

Use & Occupancy of all Parts of Building: _____ If Dwelling, Number of Families _____

ARE DETACHED BUILDINGS INCLUDED? _____ Describe: _____

Provide a brief description of the type of building and the condition requiring issuance of permit:

Provide a brief description of the proposed reuse, reconstruction or replacement:

Assessed Value: Building Only \$ _____ Permit Fee: _____
(Fee: \$15.00 per 1st \$1,000 Assessed Value of Bldg. \$7.50 for each \$1,000 up to \$100,000; \$4.50 for each \$1,000 over \$100,000)

Your Name (Please Print) _____ Signature _____

Address: _____ City/State/Zip _____

Tel/Cell: _____ E-mail _____ Date: _____

Approved by:

Mike Mena, Zoning Enforcement Officer

Ken Thompson, Inspector of Buildings

2. Historical Commission



Town of Watertown

Administration Building
149 Main Street
Watertown, Massachusetts 02472
Historical Commission
Tel: (617) 972-6426 • Fax: (617) 972-6484

Christopher J. Hayward, Preservation Agent

HISTORICAL COMMISSION DEMOLITION REVIEW REQUIRED SUBMISSIONS

The Watertown Historical Commission will review your application for demolition at a scheduled public hearing before a demolition permit may be issued. Watertown's Demolition Delay Ordinance is administered by the Watertown Historical Commission to protect from destruction significant buildings that it is in the public interest to preserve. When the Historical Commission determines that a building is significant and should be preserved, it can delay demolition for up to twelve months. This period allows the Commission, the owner, and the community to explore avenues to preserve the building or mitigate its loss.

Ten copies of the following materials **must** be submitted to the Watertown Historical Commission office (Town of Watertown Administration Building, 149 Main Street, Watertown, MA 02472) in order for the demolition review to proceed, in copies no larger than 11" x 17", by the *Additional Information Deadline* of the corresponding scheduled public hearing (see attached *Filing Schedule*):

- Dimensioned site plan of existing building and of the proposed replacement project, **signed by the current record owner of the property (and if the current record owner is not the applicant, then the applicant must also sign)**. The site plan should indicate the relationship to the surrounding structures and properties.
- Schematic elevation drawings of the proposed replacement project **signed by the current record owner of the property (and if the current record owner is not the applicant, then the applicant must also sign)**. Dimensions and construction materials should be indicated. Elevations that demonstrate the relationship to neighboring structures are preferred.
- Exterior photographs of the existing building and abutters as seen from a public way.

Rev. 3-18-14

3. Health Department



TOWN OF WATERTOWN *Board of Health*

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6446
Fax: 617-972-6499
www.watertown-ma.gov

GUIDELINES FOR RODENT CONTROL

Prior to excavation or demolition of a building, the owner shall comply with the following:

1. Hire a licensed pest control operator to survey the area and take necessary action (baiting, etc.)
 2. Provide the Health and the Building Departments a detailed pest control report. The report should include procedures and rodenticides used and measure being taken to prevent future rodent infestation.
 3. The pest control operator should continue to monitor the demolition site for at least 30 days after the permit has been issued to take whatever action necessary to control the rodent infestation.
 4. At the end of this thirty (30) day period, the pest control operator shall file a report summarizing his or her findings.
-

I, _____ owner of _____ hereby attest to the compliance with the procedure for pest control and asbestos removal and affirm the building is free of rodents and asbestos.

Pest control procedures have been complied with: YES NO

Procedures for removal of asbestos have been complied with: YES NO N/A

Rev. 3-18-14

4. Utility Sign Off

In accordance with §123.1, Massachusetts State Building Code, "**Service Connections**" with regard to Demolition of Buildings, please note:

"Before a building can be demolished or removed, the owner or agent shall notify all utilities having service connections within the building such as water, electric, gas, sewer and other connections (telephone/cable). A permit to demolish or remove a building shall not be issued until a release is obtained from the utilities stating their respective service connections a appurtenant equipment such as meters and regulators have been removed or sealed and plugged in a safe manner."

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE BUILDING DEPARTMENT.

A PERMIT WILL NOT BE ISSUED IF THIS FORM IS NOT COMPLETED.

LOCATION OF PROPERTY _____ Watertown, MA

I certify that, as a representative of my company/department, said utility has been disconnected:

_____ Electric Company – Print Name	_____ Title	_____ Signature	_____ Date
--	----------------	--------------------	---------------

_____ Gas Company – Print Name	_____ Title	_____ Signature	_____ Date
-----------------------------------	----------------	--------------------	---------------

_____ Telephone/Cable Co – Print Name	_____ Title	_____ Signature	_____ Date
--	----------------	--------------------	---------------

_____ *Watertown DPW – Print Name	_____ Title	_____ Signature	_____ Date
--------------------------------------	----------------	--------------------	---------------

The following is required for Watertown Department of Public Works Sign-off:

1. A two-year performance bond in the amount of \$10,000 made payable to the Town of Watertown
2. Domestic water service shall be disconnected at main and corporation shut off
3. Fire service shall have two foot section removed at property line beyond gate at side walk.
Remaining pipe from gate shall be capped
4. Sewer and drain service shall be disconnected at main and plugged
5. Street opening permit required from Public Works prior to digging sidewalk or street
6. All sidewalk and apron shall be left in good repair and replaced if damaged.

*All water/sewer work to be coordinated with DPW

Rev. 3-18-14

5. Department Notification and Sign-Off

Town of Watertown

It is the intent of (your name): _____
to demolish the building located at (address): _____
including (list detached structures): _____
Said work to commence on (date): _____

I have been notified of such work and my signature below indicates my approval:

_____ Fire Dept - Print Name	_____ Title	_____ Signature	_____ Date
_____ Plumbing/Gas- Print Name	_____ Title	_____ Signature	_____ Date
_____ Police Dept/Traffic Div - Print Name	_____ Title	_____ Signature	_____ Date
_____ Inspector of Wires - Print Name	_____ Title	_____ Signature	_____ Date
_____ Board of Health - Print Name	_____ Title	_____ Signature	_____ Date
_____ Historical Commission - Print Name	_____ Title	_____ Signature	_____ Date

Rev. 3-18-14

6. DEBRIS FORM

In accordance with the provisions of MGL c. 40, §54, a condition of Building Permit Number _____
Is that the debris resulting from this work shall be disposed of in a properly licensed solid waste disposal
facility as defined by MGL c. 111, §150A.

The debris will be disposed of in:

Location of Facility_____

Signature of Permit Applicant_____ Date_____

AFFIDAVIT

As a result of the provisions of MGL c. 40, §54, I acknowledge as a condition of Razing Permit Number _____
all debris resulting from the said construction activity governed by the Building Permit shall be disposed of in a properly
licensed solid waste disposal facility as defined by MGL c. 111, §150A.

I certify that I will notify the Building Official by_____ (two months maximum) of the location of
the solid waste disposal facility where the debris resulting from the said construction activity shall be disposed of and I
shall submit the appropriate form for attachment to the building permit.

Signature of Permit Applicant_____ Date_____

Print Name of Permit Applicant_____

Firm Name_____

Address_____

7. Safeguards During Construction

Refer to **IBC c. 33, §3306.10** (2009) which reads in part:

All excavations,
regardless of distance to property or Street lot lines
shall be protected with the use of a six-foot high fence
of adequate strength to resist wind and
impact loads of people. (250 ft lbs)

8. Notice to Abutters

I, _____ certify that I have sent notice to the all of the abutting properties of the
property at _____
that demolition of this site is taking place on _____.

☐ A copy of the notice and a list of the addresses the notice was sent to is enclosed.

Signature _____ Date _____